## Access and Add an Outlook Shortcut to your Desktop

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Search "Outlook" in search bar on your desktop

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Right click on Outlook app and click on "Pin to Taskbar"



Click on the Outlook icon to open the application

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Click on "/	Accept and start Outlook"													
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By selectin	ng Accept, you agree to the Microsoft Office License Agreen	ent												
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	Accept and start Outlook													

Your email address should be populated. Just make sure it's formatted here; click connect. You should now be directed to your Outlook app. Allow a few minutes for all emails to populate within your mailbox. Please see me if you are having issues with your Outlook setup.

## Welcome to Outlook

Enter an email address to add your account.

